



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SURVEILLANCE INVESTIGATOR-EPIDEMIOLOGY
Posting Number	PN# 109159 (MULTIPLE)
Department	Health & Human Services
Division	Office of Surveillance and PH Preparedness
Section	HIV Surveillance
Reporting Location	8000 N Stadium Drive
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs surveillance related to disease outbreak and/or bio-terrorism activities within the Bureau of Epidemiology. Provides reports to Epidemiologist Supervisor or Staff Epidemiologist team leader regarding progress of activities.

CORE FUNCTIONS

- Conducts surveillance related to disease outbreaks and/or Bioterrorism activities and interviews patients at medical facilities. In addition, secures medical records and information related to disease outbreaks and/or Bioterrorism activities.
- Performs field investigation activities related to disease outbreaks and/or suspected Bioterrorism activity as instructed by Staff Epidemiologists, and is available twenty-four hours a day, seven days a week to respond to outbreaks.
- Collects and analyzes data and prepared reports on investigative activities and findings to be reviewed by Staff Epidemiologist Supervisor.
- Acts as liaison to medical facilities and other governmental agencies involved in surveillance activities and projects. Establishes rapport with staff at agencies. Identifies concerns and reports them to the Staff Epidemiologists and/or Epidemiologist Supervisor.
- Assists Staff Epidemiologists in developing preventive measures and intervention in controlling disease outbreaks and/or bioterrorism activities. Performs other special projects and duties as assigned by Supervisor.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Public Health, Physical Sciences, Social Sciences or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in public health or health care are required. Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Knowledge of Microsoft Office 97 (Access, Excel, PowerPoint, Word), Windows 95/98 or higher and Advantage 2000.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITIONS

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 17
\$992 - \$1817 Biweekly \$25,792 - \$47,242 Annually

OPENING DATE

March 1, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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